



**Library Board Meeting  
Agenda  
Monday, Sept. 12<sup>th</sup>, 2022  
4:30 PM**

**I. Roll Call of Members**

**II. Disposition of Minutes of Previous Meeting**

- a. August 2022

**III. City Financial Report**

- a. July Budget & Expense Sheet

**IV. Action on Bills**

**V. Progress and Service Report of the Director**

- a. Page 2 of Meeting Packet

**VI. Unfinished Business**

- a. Non-resident (not from Iowa) Library Cards at \$35 a card.
  - i. Non-resident cards will have access to all books and E-resources
  - ii. Non-resident card will need to be purchased every year.
  - iii. Non-resident cards will not be able to check out community passes.
- b. Construction moving forward from this point.

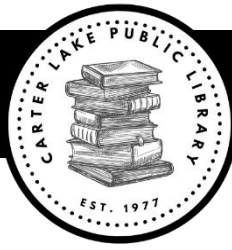
**VII. New Business**

- a. Adoption of “Carter Lake Public Library” as primary business name and “Edward F. Owen Memorial” as secondary building name.
  - i. Too many variations of current name have been used (i.e. Edward F. Owen Memorial, Owen Memorial Library, Edward F. Owen Memorial Carter Lake Library, etc.)
  - ii. Name recognition (most important reason)
  - iii. Community buy-in
- b. Looking over policies and procedures to begin bringing to Board for evaluation.

**VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)**

**IX. Adjourn**

Minutes submitted by: Chelsea Bollom



## Library Board Meeting Minutes Wednesday, August 8, 2022 4:30 PM

**Members responding to roll call:** Vice President Bonnie Freeman, Vickie Hawkins, Jo Chullino, Sharon Paterson, Library Director - Shannon Putney, Librarian - Chelsea Bollom

**Absent:** Delbert Settles, Patti Midkiff, and Donna Callender

### **Disposition of Minutes of Previous Meeting:**

Bonnie made motion to accept minutes.

**City Financial Report:** Scholastic payments went through City Hall from Library Budget.

Clarification over Metlife health insurance for new employees.

Discussion over finances over current copier and new copier.

The new copier monthly bill will be 30\$ and the initial cost will be split with the community center.

Community Center employees will have a code to use the copier that will charge the community center

Discussion over why switching to the new copy service will save us a lot of money

Motion by Jo to accept the financial report passes.

### **Action on Bills:**

Spending more money on Apollo. Apollo has gone up in price since the initial quote. 1100 yearly for Apollo. Locking in the price will keep it from raising for 3 years. Prices have increased for everything including books. There is room in the budget to pay for the Apollo increase. Motion to pay Apollo an additional 300 for the service fee. Motion passes to pay the bills.

### **Process and Service Report of the Director:**

Director's report July nothing happened. Current updates Chelsea began July 15 and created the marketing plan for Carter Lake Days, brochures, and a sign. New library cards came in. We processed a stack of new cards at Carter Lake Days, face painting was a big hit. A lot of people switched and signed up for new cards. Youth State Books through Iowa is coming in the beginning of August to the end of September. These will be used for the Battle of the Books. Once books come in the Library can register for the event.



Update over Chelsea preparing to program for the preschool class.

In July two AWE stations were purchased and delivered.

Other July news was keeping up with the construction updates.

Monday night Shannon will be at the City Council Meeting to answer any questions or concerns.

Concerns over construction progress. The library's goal is to finish getting the books on the shelves and figuring out who will put up the wall shelves. Once items are on the shelf, we can begin doing curbside service since books can be requested from home.

The library staff is working on moving out of the large meeting room and working around the construction.

Chelsea is separating the large big authors into separate collections for patrons for the wall by the main entrance. This will also create a room within the adult fiction section.

## **Unfinished Business:**

Revisions were made to the by-laws to remove the term to two terms for six years.

Discussion over the city hall employee manual is currently on hold for a future meeting to compare both manuals in order to unify them. The city doesn't want to close for Veterans Day so the library will also be open. The city allows for a floating holiday. This can be used to close on Veterans Day. This is open for discussion.

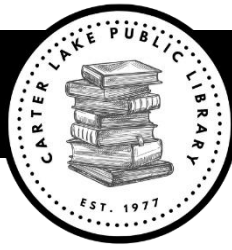
## **New Business:**

Possible book sale in the future for the community.

The operating expense budget line was created to combat any budget cuts run by the city. Apollo costs would be in the operating expenses budget since the library needs this. All expenses that the library needs to operate will be in the operating expense budget. Next year when we are doing the budget we can see how much we need to operate so that we can stay open even if we lose budgets from the city.

This wasn't pulled from other budgets but rather budgets were merged. The county money line was removed. The enriched Iowa and postage were put into office supplies. Computers were put in office supplies since they only need to be bought once.

Apollo training for board members. Apollo training covered going through the catalog and how to find and log into Bridges and how to access my account. Bonnie had a card created and was used to show how to reserve a book. Shannon explains how once the apollo payment goes through pictures of the books will show when



searching the catalog. Shannon assures Sharon that people will pick up how to navigate the new catalog and use the new card. When reserving an item, the patron can decide how to get notifications when books are ready. There is a lot of customization for patrons to do such as deciding how long their checkout history is present, bookmarking items, and renewing checked-out items from home. The what's hot area on the catalog will show what items are getting checked out a lot in the community. It will also show what's new with options to look back several weeks or months. Apollo training ends.

## **Adjournment:**

Motion to adjourn at 5:33pm passed.

Next meeting:

Next meeting to discuss having cards for open access for patrons who aren't from around Carter Lake. We charge for patrons out of state to get a card, which would be 35\$ for one year. It would give us some revenue since we have lost the meeting room. Carter Lake patrons will always have free access to the library and programs.

Questions if we are going to remain the Owens Edwards Memorial or if we are changing the name. We are switching to the Carter Lake Public Library with Owen Edwards as a secondary to give a nod to him. We changed it due to name recognition.



## Library Director's Report September 12<sup>th</sup>, 2022

### September Circulation

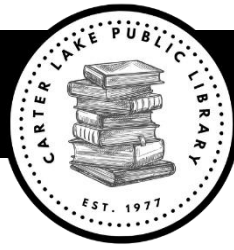
WiFi Usage	0
Computer Usage	0
Tech Help	0
New Cards	0
Patron Count	0
Circulation	0
Community Passes	0
Ebooks – Bridges	0
E-Audiobooks-Bridges	0

### Revenue

Photocopies	\$ 0
Computer Printouts	\$ 0
FAX	\$ 0
Laminate	\$ 0
Donations	\$ 0

### Current Updates:

- Due to ongoing construction and potentially dangerous materials in the library, the library was not open to the public for the month of August. Therefore, there are no real stats to report for the month.
- Meggie Schmidt – Library Specialist – Started on August 2<sup>nd</sup>, 2022
- Meggie is a great addition. Her knowledge with Apollo our new library system has been extremely helpful.
- To date 124 New Library Cards have been made and 32 have been renewed = 156 total cards.
- New books are coming in regularly
- Finally able to begin purchasing Ebooks
- PS5 Game System - Donation
- Processing several hundred new books and re-labeling about 100 from existing collection



- iPad Donation
- Created weekly and bi-weekly programming for children and adults
- Installed portion of sensory wall
- 2 Early Literacy Stations and 1 After School AWE (Advanced Workstations in Education) are on the floor for use.
- Purchased Annual Disney+ subscription for Movie Mondays (for Monday Mayhem)
- All emails have changed to .org
  - [clpldirector@carterlakelibrary.org](mailto:clpldirector@carterlakelibrary.org)
  - [Librarian1@carterlakelibrary.org](mailto:Librarian1@carterlakelibrary.org)
  - [libraryspecialist@carterlakelibrary.org](mailto:libraryspecialist@carterlakelibrary.org)
- Community overall response to library changes have been EXTREMELY POSITIVE!
- Keeping up daily with construction (trying, lol!!)

**REVENUE & EXPENSE REPORT**  
**CALENDAR 8/2022, FISCAL 2/2023**

**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	19,867.76	19,867.76	50,000.00	30,132.24
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES			1,900.00	1,900.00
001-410-4700	LIBRARY COUNTY CONTRIBUTI			1,500.00	1,500.00
	GENERAL TOTAL	19,867.76	19,867.76	54,600.00	34,732.24
005-410-4700	DONATIONS			1,000.00	1,000.00
	LIBRARY RESERVE TOTAL	.00	.00	1,000.00	1,000.00
	TOTAL REVENUE	19,867.76	19,867.76	55,600.00	35,732.24
001-410-6010	SALARIES	7,846.64	16,210.53	80,288.00	64,077.47
001-410-6310	BUILDING/GROUNDS		229.27	12,200.00	11,970.73
001-410-6371	UTILITIES-LIBRARY	717.79	1,339.35	8,500.00	7,160.65
001-410-6373	TELEPHONE-LIBRARY	537.28	683.36	3,000.00	2,316.64
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES	2,699.00	2,699.00	4,000.00	1,301.00
001-410-6495	COPIER	97.04	325.29	3,000.00	2,674.71
001-410-6496	BRIDGES-OVERDRIVE	1,096.11	1,096.11	1,500.00	403.89
001-410-6506	OFFICE SUPPLIES	10,139.79	18,348.79	2,200.00	16,148.79
001-410-6507	OPERATING EXPENSES	1,741.65	3,070.75		3,070.75
001-410-6508	POSTAGE			100.00	100.00
001-410-6601	PERIODICALS			500.00	500.00
001-410-6604	COUNTY MONEY			1,500.00	1,500.00
001-410-6605	BOOKS (CITY)	29.95	1,213.73	10,000.00	8,786.27
001-410-6606	PROGRAMS	150.00	1,282.11	5,500.00	4,217.89
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	25,055.25	46,498.29	135,688.00	89,189.71
112-410-6110	FICA EXPENSE	592.19	1,225.97	6,142.00	4,916.03
112-410-6130	IPERS	736.53	1,524.39	7,579.00	6,054.61
112-410-6150	HEALTH INSURANCE		8.76	9,792.00	9,783.24
112-410-6151	DENTAL INSURANCE	31.20	62.40	749.00	686.60
112-410-6153	LIFE INSURANCE	7.50	25.80	259.00	233.20
112-410-6160	WORKER'S COMPENSATION		61.66	800.00	738.34
112-410-6170	UNEMPLOYMENT INS EXP		161.16	500.00	338.84
	EMPLOYEE BENEFITS TOTAL	1,367.42	3,070.14	25,821.00	22,750.86
	TOTAL EXPENSES	26,422.67	49,568.43	161,509.00	111,940.57

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PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
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LIBRARY RESERVE BALANCE August 2022			
<u>8/1/2022</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>8/30/2022</u>
\$21,297.34	-	-	\$21,297.34



**GENERAL LEDGER REPORT**  
**FROM 8/01/2022 TO 8/31/2022**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-4085		HOTEL/MOTEL TAX					.00	
8/31/22		HOTEL/MOTEL TA			STATE OF IOWA		19,867.76	
					HOTEL/MOTEL TAX			
					RECEIPT #24827			
						-----		
						.00	19,867.76	
001-410-6010		SALARIES						
8/12/22					PR DT: 8/05/22	3,607.25		
8/26/22	750	DELTA DENTAL P 9/22		1323887	Dental Insurance	46.80		
					Correct Putney			
8/26/22	172	METLIFE INSURA 9/22		1323885	LIFE INSURANCE	2.29-		
					Correct Putney			
8/26/22					PR DT: 8/19/22	4,194.88		
						-----		
						7,846.64	.00	
001-410-6371		UTILITIES-LIBRARY						
8/08/22	1184	BLACK HILLS 7/18/22		1323894	UTILITIES	37.73		
8/22/22	131	OPPD 8/2/22		1323905	UTILITIES	680.06		
						-----		
						717.79	.00	
001-410-6373		TELEPHONE-LIBRARY						
8/12/22	767	COX BUSINESS S 7/24/22		1323897	TELEPHONE/Library	63.67		
8/12/22	767	COX BUSINESS S 7/24/22		1323897	INTERNET/Library	473.61		
						-----		
						537.28	.00	
001-410-6419		SOFTWARE/DATABASES						
8/22/22	978	PROQUEST 70746880		70575	HERITAGE QUEST/SIRS SUBSCRIPT	2,350.00		
8/23/22	977	NEWSBANK, INC 550194		70579	ANNUAL SUBSCRIPTION LIBRARY	349.00		
						-----		
						2,699.00	.00	
001-410-6495		COPIER						
8/20/22	456	GREAT AMERICAN 32112094		1323903	COPIER/LIBRARY	97.04		
						-----		
						97.04	.00	
001-410-6496		BRIDGES-OVERDRIVE						
8/22/22	1521	OVERDRIVE INC CD0649722290522						
					70573 WILBOR FEES/LIBRARY	1,096.11		
						-----		
						1,096.11	.00	
001-410-6506		OFFICE SUPPLIES						
8/22/22	143	DEMCO 7163491		70539	SUPPLIES/LIBRARY	909.99		
8/23/22	221	DATASERV CORPO 179622		70578	LIBRARY COMPUTER/NETWORK	108.00		
8/23/22	221	DATASERV CORPO 29242		70578	LIBRARY COMPUTER/NETWORK	1,750.00		
8/23/22	221	DATASERV CORPO 29250		70578	LIBRARY COMPUTER/NETWORK	575.00		
8/23/22	221	DATASERV CORPO 29280		70578	LIBRARY COMPUTER/NETWORK	6,796.80		

**GENERAL LEDGER HISTORY REPORT**  
FROM 8/01/2022 TO 8/31/2022

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	DEBITS	CREDITS	NET CHANGE
DATE ACCT NO	NAME INVOICE NO CHECK NO REFERENCE			ENDING BAL
001-410-6506	OFFICE SUPPLIES			
		-----		
		10,139.79	.00	
001-410-6507	OPERATING EXPENSES			
8/05/22	707 AMERICAN NAT/C 7/31/22 1323893 Wix.com/Website Library	55.60		
8/05/22	707 AMERICAN NAT/C 7/31/22 1323893 Weebly/Website Credit Library	19.95-		
8/22/22	272 CHI HEALTH CLI 00208009-00			
	70533 PRE EMPLOYMENT/CHLSEA BOLLLOM	109.00		
	25064			
8/22/22	272 CHI HEALTH CLI 07282022 70533 PRE EMPLOYMENT SCHMIDT,MGT	109.00		
	25068			
8/22/22	972 BIBLIONIX 8330 70530 AUTOMATION ANNUAL SUBSCRIPTION	1,488.00		
	25109			
		-----		
		1,741.65	.00	
001-410-6605	BOOKS (CITY)			
8/22/22	976 IOWA BARNs 838508 70556 IA BARNES YESTERDAY & TODAY	29.95		
		-----		
		29.95	.00	
001-410-6606	PROGRAMS			
8/22/22	575 LAURITZEN GARD 081022 70561 2 LIB FAMILY MEMBERSHIP	150.00		
		-----		
		150.00	.00	
112-410-6110	FICA EXPENSE			
8/12/22	PR DT: 8/05/22	273.62		
8/26/22	PR DT: 8/19/22	318.57		
		-----		
		592.19	.00	
112-410-6130	IPERS			
8/12/22	PR DT: 8/05/22	340.53		
8/26/22	PR DT: 8/19/22	396.00		
		-----		
		736.53	.00	
112-410-6151	DENTAL INSURANCE			
8/12/22	PR DT: 8/05/22	15.60		
8/26/22	PR DT: 8/19/22	15.60		
		-----		
		31.20	.00	
112-410-6153	LIFE INSURANCE			
8/12/22	PR DT: 8/05/22	6.45		
8/26/22	172 METLIFE INSURA 9/22 1323885 LIFE INSURANCE	5.40-		
	Correct Putney			
8/26/22	PR DT: 8/19/22	6.45		

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 FROM 8/01/2022 TO 8/31/2022

ACCOUNT NUMBER DATE ACCT NO	JOB/PO NAME	ACCOUNT TITLE INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
112-410-6153		LIFE INSURANCE			7.50	.00	
REPORT TOTALS					26,422.67	19,867.76	
TOTAL DEBITS / CREDITS							